



Application Checklist Deadline: February 15, 2005

Complete this checklist before sending the SURF Application. (Please refer to the Federal Register announcement for details. This checklist should be submitted along with the application.)

TO BE PROVIDED BY INSTITUTION:

- ☐ SF 424 (Rev 7/97) - Application for Federal Assistance
- ☐ SF 424A (Rev 7/97) - Budget Information
- ☐ SF 424B (Rev 7/97) - Assurances
- ☐ CD 511 (7/91) - Certification Regarding Debarment....
- ☐ Institution Description and Formal Proposal (typically 2-3 pages with a brief department description and including the names of the students being nominated)
- ☐ Information below for *each* student. (Note: The information below to be provided by *each* student should NOT be sent separately.)

TO BE PROVIDED BY EACH STUDENT (include in Institution package):

- ☐ Student Application Form
- ☐ Copy of transcript (official transcript to be provided by institution)
- ☐ Personal statement (including statement of research interests)
- ☐ Resume
- ☐ Two letters of recommendation
- ☐ Verification of citizenship or legal permanent residence, e.g., copy of permanent resident card, birth certificate, etc.
- ☐ Verification that student will arrive at NIST with health coverage, e.g., copy of health insurance card

Mail Applications to:
Mrs. Phyllis Wright
Office of the Director, NIST 104, 325 Broadway
(Building 1 Room 4007 - important for FedEx, UPS, etc. type delivery)
Boulder, CO 80305
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